

POLAM HALL SCHOOL

REQUEST FOR LEAVE OF ABSENCE IN EXCEPTIONAL CIRCUMSTANCES

As a Free School Polam Hall's holidays are longer than the maintained sector and as such we do not expect parents to take their children out of School for holidays during term time. However, there may be occasions when this is unavoidable for exceptional reasons. It is a legal requirement for parents/carers to obtain the permission of the Head before removing their child from school during term time. Parents do not have the automatic right and should refer to the School's policy for further details regarding possible consequences. Parents are asked to remember that the ends of half terms and terms are important days in School. There is often important teaching still being delivered, particularly to classes taking examinations/tests, and also events important to the School such as House competitions and Celebration Readings/assemblies. Should you wish to take your child(ren) out of School during term time please use this form to apply for authorised absence. When using this form please explain the reasons for requesting the absence clearly. This form is not necessary for absences due to illness. **Please do not make bookings until you have received confirmation that your request has been agreed.**

This is a request for a leave of absence to be granted by Polam Hall School for my child / children to be absent from school during term time.

Child/ Children's name..... Form

Destination

Dates of absence: From until

Total number of school days which will be missed (do not include weekends or school holidays)

Reason for requesting absence (detail below/ please attach accompanying letter as necessary)

Name(s) of parent or guardian.....

Signed Date

For School Use Only	Signed	Date
Headteacher Approval		
Copy retained for Pupil / Pupils file		